



REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a **Small Value Procurement** for the "Supply and delivery of Industrial Digital Multimeter for various ANF's" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-016-05**
Name of Project : **Supply and delivery of Industrial Digital Multimeter for various ANF's**
Approved Budget for Contract : **P298,000.00**
Terms : See the attached Annex "A" for Terms of Reference and corresponding Specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **Ninety (90) calendar days** from the Receipt of Notice for Compliance
Partial delivery is **not allowed**
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)
Delivery Location : **CAAP, ANS Technical Center**

Interested suppliers are required to submit their valid and current documents which must be properly fastened and sealed in an envelope:

1. Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
2. Income Business Tax Return for ABC's above P500,000.00;
3. PHILGEPS Certificate of Registration (Platinum);
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above P50,000.00; (Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
6. Price quotation from (**Annex "A"**) during submission of offer/Quotation
7. Brochure (original) if applicable

The winning supplier shall – upon claiming of the Contract – present the original copy of the documents listed above for comparison, or submit a **Certified True Copy** of the original document which must be certified by the issuing government agency. However, the **original copy** of the Omnibus Sworn Statement, Price Quotation Form, and Brochure **must be included in the sealed bid.**

Price quotation/s must be valid for a period of one hundred twenty (120) calendar days from the date of submission.

The quotation shall be submitted in sealed envelope on or before the closing date of JUN 05 2025 at 10:00 AM, CAAP Procurement Division and addressed to:

ATTY. MARK NESTER T. MENDOZA
Chairperson, Canvass and Contract Committee
Gate 3 CAAP, Old MIA Road
Pasay City, Metro Manila

Quotations exceeding the Approved Budget for the Contract shall be rejected.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. In case two or more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CAAP shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Pasay City, May 30, 2025


ATTY. MARK NESTER T. MENDOZA
CCC Chairperson *



Annex "A"

PRICE QUOTATION FORM

Date: _____

The Chairperson
Canvass and Contract Committee
Procurement Division, CAAP,
MIA Road, Pasay City

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Supply and Delivery of Industrial Digital Multimeter for Various ANFs				
Description / Specification	Qty	Unit	Unit Price	Total Price
Digital Multimeter True RMS - Inclusions: Test Leads (1pair) Instruction Manual Holster Batteries(4pcs) 3 Year Warranty against manufacturer's defect	set	14		
Digital Multimeter True RMS High Precision - Inclusions: Test Leads (1pair) Instruction Manual Holster Batteries(4pcs) 3 Year Warranty against manufacturer's defect	set	2		
Total (Inclusive of VAT)				

The above-quoted prices are inclusive of all costs and applicable taxes.

Additional Requirements:

1. Technical datasheet, printed specification and/or brochure from the manufacturer which will be included in the submitted bid proposal. Specifications must satisfy CAAP requirements. Datasheets and Specifications should be downloadable on the Internet or manufacturer's site.
2. Warranty Certificate against manufacturer's defect valid for Three (3) years from the date of acceptance by the end user and must be submitted upon delivery.
3. Certificate of Authorized Distributorship for the goods being offered.

Very truly yours,

Name/Signature of Representative

Position

Name of Company

Contact No.

Email Address



TERMS OF REFERENCE

Name of Project	:	Supply and Delivery of Industrial Digital Multimeter for Various ANFs
Approved Budget	:	Php298,000.00
Delivery Period	:	Ninety (90) calendar days from the receipt of Notice for Compliance <i>Note: Partial delivery is not allowed.</i>
Delivery Location	:	ANS Technical Center, CAAP, Old MIA Rd Pasay City <i>Note: Delivery must be made only from 8:00AM – 12NN and 1:00PM-4:00PM during regular work days.</i> <i>A Written Notice must be sent to the official email address of the Procurement Division, and Supply Division at least seven (7) calendar days prior to the intended date of delivery.</i> <i>A confirmation of availability of concerned office must be received by the supplier before proceeding with the delivery. None compliance may be a ground for refusal of entry to the premises and receipt of delivery with no fault on the part of the Civil Aviation Authority of the Philippines.</i>
Terms of Payment	:	Payment upon acceptance of the end-user and subject to usual government accounting rules and regulations.

Technical Specifications:

Technical Specifications	Qty	Unit
Digital Multimeter True RMS - 6000 counts display - 40-1kHz Frequency Characteristics - DCV(resolution): 1000V (0.1mV) - ACV(resolution): 1000V(0.001V) - DC Current(resolution): 10A (0.001A) - AC Current(resolution): 10A(0.001A) - Resistance 60MΩ - Capacitance 10mF - Frequency 99kHz - Continuity Check - Diode Check - Auto Range - Bar Graph Display - Backlight - IP40 dustproof and waterproof - Safety Standard CATIV 600V/CAT III 1000V	14	set

<ul style="list-style-type: none"> - Inclusions: Test Leads (1 pair) Instruction Manual Holster Batteries(4pcs) At Least 3-Year Warranty against manufacturer's defect 		
Digital Multimeter True RMS High Precision <ul style="list-style-type: none"> - 60,000 counts display - 20-100kHz Frequency Characteristics - DCV(resolution): 1000V (0.001mV) - ACV(resolution): 1000V(0.001mV) - DC Current(resolution): 10A (0.01 μA) - AC Current(resolution): 10A(0.01μA) - Resistance 600MΩ - Capacitance 100mF - Frequency 500kHz - Temperature -40C to 800C - Conductance Check - Continuity Check - Diode Check - Auto Range - Backlight - IP40 dustproof and waterproof - Safety Standard CATIV 600V/CAT III 1000V - Safety Standard EN61010 - Inclusions: Test Leads (1 pair) Instruction Manual Holster Batteries(4pcs) At Least 3-Year Warranty against manufacturer's defect 	2	set

Additional Requirements:

1. Technical datasheet, printed specification and/or brochure from the manufacturer which will be included in the submitted bid proposal. Specifications must satisfy CAAP requirements. Datasheets and Specifications should be downloadable on the Internet or manufacturer's site.
2. Warranty Certificate against manufacturer's defect valid for Three (3) years from the date of acceptance by the end user and must be submitted upon delivery.
3. Certificate of Authorized Distributorship for the goods being offered.

Prepared by:  JHOE BENN P. TANGO CNSO II, ANOD	Approved by:  FLORIAN S. ATIENZA Acting Department Manager III, ANOD
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